

Part Time Account Clerk

Responsible for processing real property tax collections, bank deposit, general cash receipts, account reconciliations, departmental recordkeeping for the Warren County Treasurer's office. This position requires strong computer skills and offers no benefits.

Minimum Qualifications:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience maintaining financial accounts and records; or
- (b) Two years clerical experience as described in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

Salary: \$12.99/hour for 19 hours a week

Interested candidates should forward resume no later than July 1, 2016, to Robert V. Lynch II, Deputy County Treasurer, 1340 State Route 9, Warren County Municipal Center, Lake George, NY 12845.

Warren County is an EOE/AA Employer.